

Director of Logistics

AUG 10 1956

Chief, Management Staff

Records Management

1. As indicated in my discussion at the DCI meeting of 6 August, there follows a summary of the major areas for potential accomplishment in records management activity in your Office. I feel there is a great deal to be gained from this program. My purpose at this time is to indicate the areas where further work is needed rather than to review overall accomplishment. I am doing this from a general knowledge of your program but without detailed information on your operations or the activities of your records officer.

Records Creation: Continue the present activity for controlling and improving forms, reports and correspondence.

Records Maintenance: Explore the possibility of installing the Agency subject-numeric filing system on a broader scale. Conduct studies to improve filing operations and records systems. The results of our recent survey of your purchase order and contract files pointed up the value of such studies. Continue efforts to improve mail control procedures.

Records Disposition: Complete the inventory of records now underway. Revise the records control schedule developed in October 1952. The revised schedule will provide better controls over retired records and accelerate the rate of transfer of inactive records. Continue to transfer inactive records to the Center. The past rate of transfer has been excellent.

Vital Materials: Continue to maintain the currency of VM schedules and to deposit materials accordingly.

2. I feel that the records created by your Staff are particularly important and that their proper management requires continued attention. The Records Management Staff will continue to assist your records officer to the extent possible. However, the success of your program will depend equally upon the amount of time that she can devote to records management. I feel that this should be full time. Mr. [REDACTED], Chief, Records Management Staff, would appreciate an opportunity to discuss this with you. Also, if I can be of further assistance, please let me know.

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Mgt/S/RMS/ [REDACTED] jml(8Aug.56)